




19 February 1968

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MEMORANDUM FOR: 

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SUBJECT : Survey of the Agency Archives and Records Center

1.  and I have been required, upon several occasions in the past year, to respond to inquiries concerning the operations of the Agency Archives and Records Center. In the coming year we anticipate more of the same from even higher authorities. In the past we have used the routine operational reports on the Records Center to provide the information we needed for our responses.

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2. The variety of questions received and expected in the near future ~~is~~ go beyond the data available. Consequently, we find it necessary to have you conduct an in-depth survey of the operations and conditions in the Agency Archives and Records Center at the   From your research and analysis  and I will be primarily interested in studying the details in your background reports upon the status of each of the many operations, facilities, and conditions which make up the Records Center. Your supporting documentation are as essential as will be your summary and overall report of findings and recommendations or comments.

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3. You, as a senior analyst, are intimately familiar with the multitude of records activities in the Agency interacting with this 20-year-old, multimillion dollar operation, and you will readily appreciate the seriousness and importance of this assignment and our dependence upon your findings. The reliability of your findings must be verified by you. Second-hand statistics, volumes, reports, and other comments, opinions, and generalizations are to be avoided in this report. This professional survey must rely upon personal observations, samplings, and calculations which, when cited in the report, will include your degree of confidence in the reliability of the statistical averages or trends you arrive at as valid, supportable, and significant. Your analysis of the current reporting system and statistics concerning accessions, references, and dispositions will be a valuable contribution. Serious questions have been raised about the validity of our statistical reporting and whether these are solidly founded.

4. Equally important will be the totality of your survey coverage. Every facet of this operation is to be examined. The "Checklist for Auditing Records Center Operations" as itemized on pages 30 through 32

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in the Summer 1967 edition of the Records Management Journal (attached) can provide you an excellent point of departure. These include the building, the personnel, the procedures, and the condition of the records stored, as well as the customer's feeling about the service received. Also we must review our method or formula for costing Records Center storage--is this a valid method--are there alternative or better ways?

5. Finally, it is essential that we highlight certain factors that specifically relate to possible solutions for the all-important problem we now face: "We don't have enough space available to store Agency records in the Records Center." This problem raises several questions, beginning with: "Why?", and "What can be done?". A string of other related questions are periodically asked of us, such as: "How long can we expect the little space available to last?"; "Is it possible to identify dead records that can be palletized and stored in a warehouse fashion to increase storage density?"; "Can we close up any additional ranges of shelving for the very inactive records?"; "Can we gain enough space to warrant an increase in shelf height or is there a disproportionate increase in equipment costs and servicing time as a result?"; "Do the existing estimates of \$800,000 for motorized shelving still prevail?"; "Are there other equipment changes possible to increase storage capacity?"; "How much microfilming material is in the Center?"; "How much magnetic tape and Punch Cards, or other automated machine readable material is in storage?"; "Can more records be converted to machine language or microfilm, and by whom?"; "What records have no disposal schedule?"; "What material can be removed from the Center and where can it be stored for the Agency?"; "What other Agency facility can be used for Records Storage?". The above questions are only examples of some specific questions that need answering--but I am sure you realize this survey is much broader than these examples. We are depending upon your resourcefulness and imagination to sort out and arrange the multi-<sup>STAT</sup>tude of problem areas deserving your scrutiny and analysis.

6. This problem was faced by the entire Records Management Branch <sup>STAT</sup>during the summer of 1967 and the several individual responses received are available for your research. The subsequent analysis by me and the memorandum by [ ] to the DDS is also available to you. You will <sup>STAT</sup>wish to spend some time at [ ], but we do not have funds to support commuting there over any prolonged period of time. I have been informed we will be authorized two round trips to [ ] for this study; however, you may arrange to spend several days at [ ] for each of these trips. Similarly, it is hoped you will be able to complete this study not more <sup>STAT</sup>than 60 calendar days after you start.

7. In order to preclude any misunderstandings please develop an outline as to your plans and time frame for this project and let us

discuss it in detail before you initiate any action. Please have your outline ready to discuss with me by 26 February 1968.

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[redacted]  
Chief,  
Records Administration Branch

Attachment:  
Records Management Journal  
(Summer 1967)

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